Nebraska.gov
The Official Website of Nebraska

Concept Document

Agency Name

Project Name

Project Manager:
Email:
Voice:
Fax:
Date:

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Document Revision History

Version	Date Sent to Client	Date Received from Client	Comments
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Partner Information

Partner Description

Agency information and directives go here.

Partner Primary Contact Information

Contact Name	Contact Title	Phone	Fax	Email
	Primary Contact			

Partner Executive Sponsor Contact Information

Contact Name	Contact Title	Phone	Fax	Email
	Executive Director			

Nebraska.gov Contact Information

Contact Name	Contact Title	Phone	Fax	Email
	Project Manager			
	Developer			

Nebraska.gov Executive Sponsor

Contact Name	Contact Title	Phone	Fax	Email
	General Manger			

Project Overview

Description of what project is to accomplish goes here.

Current Solution

Description of any current business process goes here.

Proposed Solution – Statement of Scope

Project Scope:

1.) This is intended to outline the primary functionalities of the online service
2.) This is where all parts of the application should be described (Will there be an administrative portion? What will the user interface consist of? How will data be delivered?

Constraints:

1.) Are there any technical constraints that need to be addressed?
2.) This is where the technical needs of the application are to be described.

Assumptions:

1.) This is where the non-technical needs of the application are to be described.
2.) Does the partner agency have any responsibilities once the application goes live?

Target Audience

Who will this application benefit? Who will be its primary users?

Pricing Structure

This is where an outline of any fees involved in the application can be found.

This is also where a description of how development and maintenance of the application will be funded should be included.

Current Technical Environment

1. Are there one or more internal-facing applications in place for this service?
☐ **Yes** ☐ **No**

If yes, please answer these related questions:

On which system architecture does it/they reside?
☐ **Mainframe** ☐ **Midrange** ☐ **Standalone** ☐ **Other**

What technologies are/were used to build the internal-facing application(s)?

2. Is there a database to hold records related to this service?
☐ **Yes** ☐ **No**

If yes, what type of database (i.e. DB2, Oracle, MS SQL, proprietary, other, none)?

Where does the data reside?
☐ **Agency** ☐ **Information Management Services (CIO)** ☐ **Other**

Who supports the database?
☐ **Agency** ☐ **Information Management Services (CIO)** ☐ **Other**

Can you provide us with the database schema? ☐ **Yes** ☐ **No**

Approximately how many records are in the database?

3. Is any of the following sensitive personal information collected or stored in the database or presented to users? *(Please check all that apply)*

	Collected from user	Stored in database	Presented to users	Transmitted to 3rd Party
First and last name	☐	☐	☐	☐
Date of Birth	☐	☐	☐	☐
Address	☐	☐	☐	☐
Social Security/Tax ID Number	☐	☐	☐	☐
Driver License Number	☐	☐	☐	☐
Credit/debit card number(s)	☐	☐	☐	☐
Bank account number(s)	☐	☐	☐	☐
Password	☐	☐	☐	☐

Additional Deliverables

Nebraska.gov will deliver the following:

- Education on latest Web protocol items, such as accessibility compliance, Web usability standards

- Marketing assistance for agency services
- Secure hosting of service/application within the Nebraska Interactive Central Data Center (CDC) environment
- 24 hours a day, 7 days a week technical support for the AOC
- Customer support for application-related questions during normal business hours as well as dedicated email support and toll-free, 800 number support.
- Functional Specification creation
- Prototype creation
- Test Plan creation and execution
- Approvals

Agency will deliver the following:

- Participation in creation of the functional specifications
- Execution of the Test Plan

Approval

By signing below, the agency affirms that the desired project meets the preliminary specifications as defined within this Concept Document and the agency grants permission to Nebraska.gov to proceed with review and evaluation of the project. Furthermore, all parties agree that development of the application described herein shall not commence prior to creation and approval of the Functional Specifications by all stakeholders.

All parties explicitly acknowledge that no terms regarding acceptance criteria, time for performance, cost to the agency or users, services, deliverables, nor the work plan, may be changed or altered in any way without the agreement of all signatories below.

_____
<Authorizing Party Name>   Date
<Agency Name>

_____
<Authorizing Party Name>   Date
Nebraska Interactive General Manager